



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Planning and Development Division of Staff Development Teacher Certification Section	Application Number 74-21-A	
Application Number		Date Received NOV 23 1983	Date Completed SEP 5 1984
2. Person to Contact Debbie McCoy		Working Title Teacher Certification Supervisor	Telephone Number 656-2406
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input checked="" type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-21-A Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1953 Latest 1983		5. Records Series Title (followed by title used in office; if different) TEACHER CERTIFICATION FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <u>No Change</u>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: (No Change) Included are: (add:) microfiche copies of Teacher Aide Licenses. File is arranged: alphabetically by surname.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 12 R.C. boxes			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record? could be used to substantiate employment for retirement or s.s.
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? individuals only would have copies presently.
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------|-----------------------------------|-----------|
| a. State Law | 0 years. | d. Audit period | 50 years. |
| b. Statute of limitation | 0 years. | e. Administrative need | 50 years. |
| c. Federal law | 0 years. | f. Federal retention instructions | 0 years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

transcripts and Verification documents are needed in the event former teacher aides apply for teaching certificates
* other

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Microfiche

Add: Microfilm copies of Teacher Aide Licenses

Cut off files immediately; transfer to State Archives for permanent retention.

* This portion of the Teacher Certification Files will no longer accumulate since Teacher Aide licenses are no longer issued.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
John A. Barker Jr.	11/22/83	Walker L. Baumgardner	11-22-83
State Records Committee (Signature) Date			
State Auditor/Designee	Edward Weedon	8-30-84	
Secretary of State/Designee	Edward Weedon	8/27/84	
Attorney General/Designee	Severus Sheppard	8/5/84	

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)



APPLICATION FOR RECORDS RETENTION SCHEDULE

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OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Planning and Development Division of Staff Development Teacher Certification Services	Application Number 74-21-A	
Application Number		Date Received JUL 15 1982	Date Completed AUG 9 1982
2. Person to Contact Debbie McCoy		Working Title Teacher Certification Supervisor	Telephone Number 656-2406
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>74-21</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ To Date _____		5. Records Series Title (followed by title used in office, if different) Teacher Certification Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Teacher Certification Unit is responsible for the administration and application of State Board of Education requirements governing the licensure and certification of elementary and secondary school personnel in Georgia.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: evaluating requests for and issuing Georgia teacher certificates. Included are: copies of Teacher Certificate, Application for Certification, College Recommendation for Certification, Evaluation, Request for Issuance of Certificate, School Experience Verification, Certificate Issuance Letter, Notification Letter, Transmittal Letter, and other related certification forms, memos, and correspondence. File is arranged: alphabetically by surname; thereunder chronologically by date.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. 34CFR99, Georgia Code 40-27
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|---------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | age 73 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Upon issuance of teaching certificate, microfilm entire file and destroy the paper copy.

Microfilm file: When individual reaches 73 years of age or upon death, place in inactive file, cut off inactive file at the end of each calendar year; transfer to State Archives for permanent retention.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
John A. Barker Jr.	7/14/82	Walker L. Baumgardner	7/14/82
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	7-29-82
		Secretary of State/Designee	7-28-82
		Attorney General/Designee	6-16-82



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date Jan. 11, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: JAN 17 1974 Application No. 74-21 Date Completed: JAN 24 1974	
2. Agency Application No. 2430-01		3. AGENCY, Division, Subdivision & Administering Office Address Department of Education, Office of Instructional Services Program & Staff Development Division, Teacher Education & Certification, Room 229, State Office Building Atlanta, Georgia			
4. Person to Contact Robert G. McCants		5. Working Title Director		6. Tel. No. 656-2406	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1963 to date		9. Exact Series Title Teacher Certification Files			
10. What is the function of the office in which this record series is created? The Office of Instructional Services is responsible for the development and implementation of curriculum for Georgia Schools from kindergarten through post-secondary technical and adult education. The Office of Instructional Services also administers compensatory programs, the department-owned educational television service, teacher education and certification, and early childhood and special education.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the application for Georgia State teaching certificates and issuance of the certificates Included are (1) Teacher Certificate, no form number. (2) Application for Certification, Form IC-10. (3) College Recommendation for Certification, Form IC-10a. (4) Evaluation, Form IC-28. (5) Request for issuance of Certificate, Form IC-80. (6) Superintendent's request for issuance of Certificate, Form IC-6. (7) Notification Letter, Form IC-36b. Files are maintained alphabetically by surname. ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records
Letter-size File Drawers					51
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s) 1000
Microfilm Jacket Files			238 cu ft		This Year's Last Year's Preceding Year's All Prior Years' 15 5 3 1
Local Holding Area			793 cu ft	AVERAGE DAILY REFERENCED	

13. Is this the Record Copy of the series? YES [X] NO []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published? [] [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [X] []
Nature of application and transcript of grades are handled in accordance with Sec. 2A of the Georgia Open Records Law as amended in 1967.
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
There would be possibility of duplication or non use of certificate numbers.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [X] []
Integrity of file, ease of reference as utilization of space.
20. Does the record series provide data as input to an EDP file? [X] []
Provides partial info. (but not complete file) necessary to issue Teach. Cert.
21. Does the record series contain documentation produced as EDP printout? [X] []
Printout consists of Register for Teacher Certificates and the Certificate itself.
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] []
~~These will be needed for certification files until final expiration of certificate~~

24. REQUIREMENTS. The following requires the files to be kept 2 years: after final expiration of certificate

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

A 2 year retention is requested in case the teacher reapplies for a certificate.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [X] OTHER SEE BELOW, then:

- [] Hold in the current files area month(s)/ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

Upon issuance of teaching certificate, microfilm entire file and destroy the paper copy.

Microfilm File - Upon final expiration of the teachers certificate, place in the inactive file; Cut off the inactive file at the end of the calendar year, hold in the current files area for two years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Glenn S. Spaulding</i>		Date <i>1-11-74</i>	OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:		Agency Head/Designee [X] Approved [] Disapproved	<i>W. C. Lancy</i>		<i>1-11-74</i>
		State Auditor/Designee [] Approved [] Disapproved	<i>William T. V. K. K.</i>		<i>1-23-74</i>
STATE RECORDS COMMITTEE		Secretary of State/Designee [X] Approved [] Disapproved	<i>Carroll West</i>		<i>1-18-74</i>
		Attorney General/Designee [X] Approved [] Disapproved	<i>Robert H. H.</i>		<i>1-23-74</i>